

State Controller's Office
Personnel/Payroll Services Division
P. O. Box 942850
Sacramento, CA 94250-5878

DATE: October 18, 2018

PAYROLL LETTER #18-019

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Marissa Revelino, Chief
Personnel Payroll Services Division**RE: DOCUMENT CUTOFF DATES FOR 2018 CALENDAR YEAR-END PROCESSING**

To ensure the 2018 Form W-2 Wage and Tax Statement is correct, the State Controller's Office (SCO) must receive the following documents by the cutoff dates listed below.

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUTOFF DATE</u>
FORM STD. 676P/V Reference the Payroll Procedures Manual (PPM), Section N 120-163 and Section N 170-176	Federal and State Income and Social Security/ Medicare/ State Disability Insurance Taxes are withheld	November 2, 2018
	Social Security/Medicare/ State Disability Insurance Taxes only are withheld	December 3, 2018
FORM STD. 674 Reference the PPM, Section I 050-056	Nonresident Alien with Tax Treaty Exemption	December 3, 2018
Reference the PPM, Section E 203	LC 4800	December 12, 2018
FORM STD. 674D Reference the PPM, Section I 015 and E 411	Transfer Request from Regular pay to IDL with issue year 2015	December 3, 2018
FORM STD. 422 Reference the PPM, Section N 103-111	Salary Advances	December 3, 2018
FORM STD. 675 Reference the PPM, Section N 147	Non-Qualified Moving Expense Federal and State Income and/Social Security/Medicare/State Disability Insurance Taxes are withheld	December 3, 2018

FORM STD. 675
(Cont.)

Qualified Moving Expense
Federal Income and Social
Security/Medicare Taxes are withheld

December 3, 2018

FORM STD. 995A
Reference the PPM,
Section I 178-179

Agency Collection A/R

December 3, 2018

FORM STD. 995R
Reference the PPM,
Section 180-181

Refund of Over-Collected A/R

December 3, 2018

FORM PPSD21
Reference the PPM,
Section I 900-913

Deceased Employee Data

December 3, 2018

NOTE: If the SCO does not receive the documents by the specified cutoff dates, we may have to issue your employees a Form W-2C, **Corrected Wage and Tax Statement**.

December 2017 PAR/PPT & Payroll Documents

Do not key December 2017 PAR/PPT and Payroll Documents after December 21, 2018 through December 27, 2018. Submit them during this period to PPSD Personnel Operations for manual processing. Agencies and Campuses located in the Sacramento area can hand-deliver the documents to the receptionist window located on the 10th Floor at 300 Capitol Mall. Offices located outside the Sacramento area can fax one copy of the documents to (916) 322-8137. Agencies and Campuses should continue to key the December 2018 PAR/PPT and Payroll Documents.

December 2018 PAR/PPT Calendar Year-End Separation

In early December 2018, submit the calendar year-end separation PAR/PPT to PPSD Payroll Operations for manual processing. PPSD should receive PAR/PPT no later than December 14, 2018 to ensure deferral amounts process timely. Additional information provided in Payroll Letter #18-018, Separation Process with Lump Sum Deferral, https://www.sco.ca.gov/Files-PPSD-Letters/2018_p18-018.pdf.

If you have any questions or need additional information, please contact the Customer Contact Center at (916) 372-7200.

MR:AR:SF:STSP:PPOB